Records 5

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17 July 1951

STAT Project started 5 July completed 17 July 1951.

STAT [redacted] [redacted] [redacted] STAT

Total Images	1549	Total Images	5577	Total Images	11,835
Total Hours	2	Total Hours	15 hrs 35 Min	Total Hours	15 hrs 35 Min

TOTAL 18,961 IMAGES

TOTAL 33 hrs 10 Min.

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Keeping records of microfilming projects

1. Identify the camera used with the job. — When camera faults are revealed in developed film they may be traced to the camera used in the filming. To do this, the camera operator's report should show the camera serial number.

2. Always prepare a camera operator's report for each roll of film to show:
   a. Job No. of the microfilming project
   b. Reel No. filmed
   c. Date of filming
   d. Name of camera operator
   e. Serial no. of camera used
   f. Reduction ratio used.
   g. Security classification of the completed reel based upon the highest security classification of records filmed.
   h. Full indexing data, including:
      (1) Activity whose records are filmed (Office, Div., Branch, Section)
      (2) File Series filmed. (If more than one series, a complete list of series must be included. When many series are included in one reel, it will be necessary to prepare a complete list which should accompany the reel and, if possible, be filmed at the beginning of the reel.)
      (3) Identification of first document on reel
      (4) Flash points at about 25 ft intervals
      (5) Natural breaks in the file series, e.g.
         (a) New folders
         (b) Guides
         (c) Alphabetic or numeric division
      (6) Identification of last document on reel
   i. Date and time of completion of filming
   j. Elapsed time for filming (hours & fractions)

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k. Total no. images filmed (from counter on machine)
l. Signature of operator
m. Record of difficulties encountered in filming:
(1) Mechanical troubles:
(a) Lamp failures
(b) Failures of mechanical or other electrical type
(c) Documents jamming in recorder
(d) Film breakage and jamming in camera.
(2) Delays
(a) Document not properly arranged for filming
(b) Pages not separated
(c) Reassembly required after filming

3. Maintain control records of film sent for processing, film returning, retake & retained storage.
a. Log to be kept showing status of each reel at all time.
b. Security measures necessary
c. Review and preparation of Retake Schedule
d. Completion of retakes

4. Area Record Officer as well as C/A Records Officer needs a record of file series from his area which were microfilmed.

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